

TIPS FOR APPLICATION PREPARATION (1)

View the application package as pieces of a jigsaw puzzle that reflect the best and complete picture of who you are. In most cases, the paper application, and not the interview will determine if you will be selected as a member of the fellowship class. So every piece of the puzzle counts!

■ Curriculum Vitae

- Diversity of activities, classes, extracurricular awards, and volunteer activities are good to show (see above questions) Diversity of activities, classes, extracurricular awards, and volunteer activities are good to show (see above questions)
- Consider including relevant experiences, even if they are not in marine science or policy; especially if the experience demonstrates leadership, project management, communication or people skills
- Do not list all relevant coursework (the transcripts will reflect all courses)
- Types of publications and presentations reviewed
- Do not exceed TWO pages using 12 pt. font with 1 inch margins; choose your words and presentations carefully

TIPS FOR APPLICATION PREPARATION (2)

- **A personal education and career goal statement**
 - Addressing how your past experiences relate to the Fellowship is important, but also address how, as a result of this experience, your career could be enhanced
 - Do not narrate your CV, use this piece to highlight or describe something in the CV more in depth or something else all together
 - The statement demonstrates your writing skill, thought process, your interests and passions, and most importantly, why you want to become a Knauss or State Fellow

TIPS FOR APPLICATION PREPARATION (3)

- **Two letters of recommendation**
 - The strength and quality of the letter is more important than who wrote it
 - Make sure to ask the people who know you best and think highly of you
 - Template letters with name, course title, and grade will pretty much ensure that you will not be selected as one of the finalists
 - Letter from your advisor- the emphasis should be on you, and not solely about your thesis project
- **Copy of official (unofficial for State Fellowship) undergraduate and graduate student transcripts**
- **For Knauss Only- List of classes and/or plans for spring 2016, summer 2016 and fall 2016 (not to exceed one page)**

SELECTION PANEL CONSIDERATIONS

- Was the Goal Statement specific, direct, and concise while discussing what the applicant would bring to and gain from the Fellowship?
- Was a career or life goal stated?
- Did the applicant have volunteer and extracurricular activities?
- Did the recommendation letters demonstrate knowledge of the applicant and his/her abilities? Did they know the applicant more than as a participant in a class? Was the 2nd letter from a diverse activity (not from 2 professors working in one lab)?
- Did the applicant have a diverse background including a diversity of classes (balanced and appropriate coursework)?
- What was the strength of the academic achievement?
- How much marine and aquatic science and /or policy experience did the applicant have?
- Was the publication record relevant to the applicant's career stage?
- Were acronyms defined?
- Were there misspelled words and/or grammatical errors?